Memorandum

TO: Public School Superintendents and Principals, Accredited Non-Public School Administrators, Charter School Administrators, and Freeway School Administrators

FROM: Gary Wallyn, Director, Office of School Accreditation and Awards

RE: Certification of Instructional Days for the 2008-09 School Year

DATE: June 2, 2009

The purpose of this data collection is to certify the instructional days and minutes of the 2008-09 school year based upon the School Calendar submitted in June 2008. This information will be used to calculate the Attendance Rate for the 2008-2009 school year and verify the days attended on the Attendance (DOE-AT) collection. The Office of School Accreditation and Awards verifies that all schools conduct a minimum of 180 days of student instruction or have received the necessary waivers. The division also verifies that student instructional day time requirements consist of a minimum of five hours of instructional time for Grades 1 through 6 and six hours for Grades 7 through 12 as required by law have been met. **(511 IAC 6.1-3-1)**

Instructions

School and corporation users access this application with their school number and assigned PIN number. Schools can update/view their calendar information, but only corporation users will have access to the "Certify" button that certifies that all schools have submitted. The information should be viewed for each school before certifying the report.

Go to the **DOE Online** Website at **https://dc.doe.state.in.us/DOEOnline/CID/login.aspx** and select **"2008-2009 Certification of Instructional Days"**.

When completed, this submittal should accurately reflect all missed and/or delayed days, approved waiver days and the amount of instructional time lost during each missed and/or delayed day for the 2008-09 school year.

School and Corporation Users

To certify the calendar for each school:
- Select **2008-2009 Instructional Days** under School Year.
- Click on the **view** button next to the desired school to verify the accuracy of the calendar or click on **edit** button 🖉 next to the desired school to correct a date or add additional calendar days.
- Click on **Select Additional Dates to Add** button. Select the appropriate type of day.
  - ○ Vacation – Other
  - ○ Saturday/Sunday School

- o Canceled - Weather
- o Canceled – Other
- o Delay/Early Dismissal – Weather
- o Delay/Early Dismissal – Other
- Enter the Number of Additional dates to add.
- Click on **Add Calendar Date(s)**.
- Scroll up and enter the dates in the blank boxes that you just created.
- Follow the instructions on the page for entering dates correctly. Click on **Begin Date** to insert the date or use the calendar button to select the date. Click on **End Date** to insert the date or use the calendar button to select the date. Note: the End Date box will be highlighted and not allow entry for days with duration of one day.
- If you added days to the end of the school year because of cancelled weather days, change the ending date at the top of the calendar grid.
- Scroll down and enter the Student Instructional Minutes for grades that apply to the school.
- Follow the instructions on the screen for entering default times correctly. Enter the time in two digits (8:15 entered as 0815).
- Enter the number of minutes of **Less Time for Lunch/Recess**, meetings, etc., that are part of the instructional day.
- Enter the number of instructional hours lost annually for non-educationally related activities such as weekly teacher meetings and assemblies in the **Annual Instructional Time Lost (hours)** box**.** Do NOT include time lost for **approved** situations such as weather delays, waiver days, professional development half-days, parent-teacher conference time.
- Click on **Submit** button when completed.
- Scroll to the top of the page for Invalid date entries, warnings, and error messages on the data submitted. (Red or orange text messages appear). Make any necessary corrections and click on **Submit** button each time corrections are made. Errors must be corrected; warnings should be reviewed for accuracy.
- **Successfully submitted** message for all schools will appear when completed.
- Click on **View/Certify** button at the top of this page to certify data submitted. Only corporation users certify the data submitted. The school user receives the warning "CID has not been certified. CID must be certified by the Superintendent." This means the corporation user must have the authority of the superintendent to submit this data.
- Click on **School Selection** for the next school**.**
- Click on **Logout** when completed.

Note: the Select All button allows the corporation user to select and certify all schools starting with a blank calendar.

The deadline for submittal of this information is July 3, 2009.

If you have any questions concerning **instructional time requirements for the 2009-2010 school year**, please refer to: **Frequently Asked Questions About Instructional Days and Time Requirements** on the **Office of Accreditation and Awards** Website or contact our office at: 317-232-9060 or 800-894-4044. If you have questions concerning the **submittal** of the **DOE ONLINE CID** form, please contact the **EIS** Help Desk at 317-234-5276.